

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Services Branch

FROM : Acting Chairman, SSU Property Board

SUBJECT:

DATE: 5 September 1946

In accordance with the verbal instructions of Mr. , the following material to be incorporated in a pouch letter is submitted for your approval.

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25X1

Major, QMC

OK J-D

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INVENTORY ADJUSTMENT REPORT

STATION		SUPPLY BRANCH	REPORT NO.	VOUCHER NO.		
SLIP NO.	STOCK NO.	NOMENCLATURE	RECORDED BALANCE	INVENTORY BALANCE	ADJUSTMENT	
					QUAN. OVER	QUAN. SHORT

I CERTIFY that the above inventory adjustments are necessitated by differences between the balances as recorded on the stock record cards and the balances counted on the physical inventory made on _____

Authority is requested to reflect the above adjustments on the stock record cards of the named station supply branch.

DATE	DATE APPROVED	FOR THE COMMANDING OFFICER:
_____, 194__	_____, 194__	_____
ACCOUNTABLE OFFICE	DIRECTOR OF SUPPLY AND SERVICE	

INVENTORY ADJUSTMENT REPORT

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DATE _____, 194____	ACCOUNTABLE OFFICE _____ _____, 194____	DATE APPROVED _____, 194____	FOR THE COMMANDING OFFICER: _____ _____, 194____
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W. D., A. G. O. Form No. 444
1 September 1944

This form supersedes W. D., A. G. O. Form No. 444, 6 August 1943, which may be used until existing stocks are exhausted.

GOVERNMENT PRINTING OFFICE : 1944

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DATE

DATE APPROVED

FOR THE COMMANDING OFFICER:

, 194__

ACCOUNTABLE OFFICE

, 194__

DIRECTOR OF SUPPLY AND SERVICE